

**ENVIRONMENTAL PROGRAMS COORDINATOR**

**DEFINITION:**

Under general direction of the Program Administrator, coordinates, implements, and monitors the City=s environmental program; provides professional and technical assistance to departmental staff in assigned areas of responsibility; performs related work as required.

**CLASS CHARACTERISTICS:**

This is an entry level, non-exempt classification responsible to coordinate and implement environmental programs adopted by the City. Initially, work is clearly defined and performed under close review. As experience and proficiency are gained, assignments become more difficult and performed with greater independence. This class is distinguished from other classes by the degree of independent thought, action and interdepartmental coordination of various environmental program efforts.

**IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

1. Implement and coordinate the City=s environmental programs.
2. Engage in coordination efforts with other departments, agencies, and the community to promote environmental programs.
3. Assist in the development of and promote public and private environmental programs.
4. Review and make recommendations for revisions of City ordinances in regards environmental programs.
5. Prepare both oral and written reports for use by City officials and others.
6. Coordinate the activities of the division with those of other City departments and with county, state and federal agencies.
7. Maintain detailed records and prepare and submit periodic and special reports to ensure compliance with legal mandates.
8. Prepare and monitor state and federal grant applications.

## Job Description – Environmental Programs Coordinator

### **MARGINAL/PERIPHERAL JOB FUNCTIONS:**

1. Design and implement public education programs.
2. Perform related work as required.

### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Current methods, materials and techniques for implementation and monitoring water conservation, energy management and other environmental programs.
2. Research methods and the sources of information pertaining to areas of responsibility.
3. Relationships between the City, general public and other government agencies.
4. Applicable City, county, state and federal laws, ordinances and regulations.

#### **Skill in:**

1. Developing and implementing goals, objectives and procedures.
2. Conducting studies, analyzing complex problems, evaluating alternatives and making sound, creative recommendations.
3. Maintaining accurate records and preparing clear, concise and competent reports, correspondence and other written materials.
4. Data processing and computer applications.
5. Administering and monitoring state and federal grant applications.
6. Organizing and coordinating the activities of public and private groups.

#### **Ability to:**

1. Implement and coordinate goals, objectives and procedures.

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2. Prepare comprehensive reports and information brochures with clarity and accuracy.
3. Make verbal reports and presentations at public meetings.
4. Establish and maintain effective working relationships with City officials and staff, residents, business representatives and other governmental agencies.
5. Set priorities and follow-up on projects.
6. Represent the City effectively in meetings and with others.
7. Organize and coordinate the activities of public and private groups.
8. Interpret and communicate applicable City, county, state, and federal laws and regulations to others.

### **JOB REQUIREMENTS:**

1. Graduation from a four-year college with major course work in environmental science, business or public administration or a related field of study.
2. Possession of a valid California Class C driver=s license in compliance with adopted City driving standards.

### **OTHER QUALIFICATIONS:**

1. Additional experience related to environmental programs is highly desirable.

### **MACHINES/TOOLS/EQUIPMENT UTILIZED**

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard and printer
3. Copy machines
4. Fax machines
5. Telephone
7. Calculators
8. Automobile

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### **PHYSICAL DEMANDS:**

1. Driving
2. Mobility
3. Speaking/Hearing
4. Seeing
5. Sitting
6. Lifting up to 20 lbs.

### **ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:**

1. Indoors: normal office conditions, 75% of the time  
Travel: varying conditions, 25% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels